

## JL RELEASE OR SUBORDINATION FILING INSTRUCTIONS

Please type or laser-print information on this form. Be sure information provided is legible. Read all instructions and follow them completely. Complete the form very carefully as mistakes may have important legal consequences. Do not insert anything in the open space in the upper right portion of this form as it is reserved for filing office use. Do not staple or otherwise mutilate the barcode in the upper left corner of the document, this will render the barcode ineffective.

To provide the requester with an acknowledgment of filing, the original and a duplicate copy of the statement must be presented for filing.

- Section A:** To assist filing office communication with the filer, information in this section should be provided.
- Section B:** Enter name and mailing address of requester in this section. This is required information.
- Section C:** Enter the Secretary of State file number assigned to the original Notice of Judgment Lien.
- Section D:** Enter the date the Secretary of State file date on the Notice of Judgment Lien.
- ITEM 1a or 1b:** Enter the exact legal name of the organization or name of the individual that is the debtor appearing on the Notice of Judgment Lien (either 1a or 1b).
- ITEM 1c:** Enter the current address of the judgment debtor.
- ITEM 2a or 2b:** Enter the exact legal name of any additional judgment debtor also appearing on the Notice of Judgment Lien.
- ITEM 2c:** Enter the address of any additional judgment debtor.
- ITEM 3:** Enter the exact legal name and current address of the judgment creditor as it appears in the Notice of Judgment Lien.
- ITEM 4:** If the lien on personal property covered by the judgment is being released, check the box and describe the personal property being released in Item 6.
- ITEM 5:** If this statement is being filed to subordinate to another security interest, then check the box and describe in Item 6 the personal property to which the security interest is being subordinated.
- ITEM 6:** Describe personal property being released or subordinated in this box.
- ITEM 7:** This notice of judgment lien on personal property must be signed by the judgment creditor's attorney, if the judgment creditor has an attorney of record. If the judgment creditor does not have an attorney of record, then the judgment creditor must sign it. (Section 697.550, Code of Civil Procedure)
- If the individual signing the notice signs on behalf of a law firm, which is the attorney of record, the name of the law firm should be entered BENEATH, not above, the signature. If the signature is for a judgment creditor, which is an entity, the name of the entity should be entered BENEATH, not above, the signature of the person signing for the judgment creditor.

### FEE:

A Statement of Release or a Statement of Subordination must be submitted with a filing fee of ten dollars (\$10.00) for An original document containing two pages or less, and twenty (\$20.00) for an original document containing three pages or more. Please send a check made payable to the **Secretary of State**. Contact the filing office for information concerning the establishment of prepay accounts, use of special handling services, or other payment options.

DOCUMENTS NOT ACCOMPANIED BY THE FILING FEE WILL NOT BE PROCESSED.

### MAILING ADDRESS:

When properly completed, send **payment**, the **original form**, and **duplicate copy** of this statement to:

**Secretary of State**  
**P.O. Box 942835**  
**Sacramento, CA 94235-0001**

